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**System Training and Response (STaR) Team - Introduction to Grants Management Enterprise**

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## **Introduction to the Grants Management Enterprise System**

This workshop is intended to provide a basic overview of the web-based Grants Management Enterprise (GME) system to individuals from Local Education Agencies (LEAs). The presentation will include an introduction to the GME system, as well as a demonstration of how to create new grant applications, amendments to existing applications, cash management reports, and completion reports. The targeted audience for this presentation is individuals who are unfamiliar with and/or new to the GME system. Please note that this presentation is strictly system-related and will not address questions regarding specific grants, financial requirements, funding strategies, or supplemental grant application materials that may be required by certain program areas.

**Topics:**

- Layout of the GME website:
  - ◊ Where to find answers to common questions
  - ◊ Where to learn the basics that users need to know before submitting information
  - ◊ How to navigate through the GME system
- Instruction detailing how to create and submit:
  - ◊ A new grant application
  - ◊ Amendments to current projects
  - ◊ Monthly Cash Management Reports
  - ◊ Year-end completion reports
- Compare and contrast different project summaries for informational purposes

**Requirements and information for workshop participants:**

- Participants should be those who will be working in the GME system at their LEA
- Pre-registration is required - participants can register by visiting the ADE Calendar of Events located at: <http://www.ade.az.gov/onlineregistration/calendar/RenderCalendar.asp>
- Participants should download a copy of the Grants Management Enterprise Handbook, which can be found at: [http://www.ade.az.gov/gme/Additional\\_Information/Add\\_Info\\_downloads/Grants\\_Management\\_Handbook.pdf](http://www.ade.az.gov/gme/Additional_Information/Add_Info_downloads/Grants_Management_Handbook.pdf)

Sessions will begin promptly at the specified time. Participants are asked to allow adequate time for travel, parking, and locating the classroom.

**Workshop Dates and Locations:**

Central Arizona	ADE Student Services Building, Room 105 2005 N. Central Ave., Phoenix	Wednesday, September 19, 2007 1:00 - 4:00 p.m.
Southern Arizona	Lee Instructional Resource Center 2025 E. Winsett St., Tucson	Wednesday, September 26, 2007 1:00 - 4:00 p.m.
Northern Arizona	Flagstaff Unified District, 2nd Floor Computer Lab 3285 E. Sparrow Ave., Flagstaff	Tuesday, September 25, 2007 9:00 a.m. - 12:00 noon

For driving/parking directions, please click on [Directions to STaR Team Workshop Locations](#) at the STaR Team website.